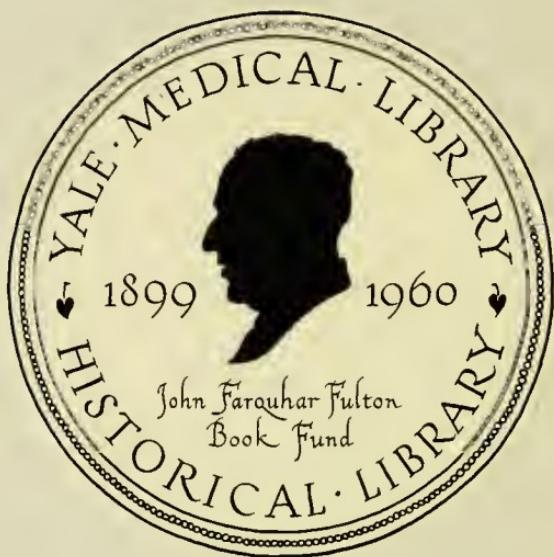


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CANE HILL ASYLUM,
—
REGULATIONS
AND
ORDERS FOR SUB-OFFICERS
ATTENDANTS &c,



Laundress
Emily Fishes

To Dr. Quideau
from
Dr. Moody.

REGULATIONS AND ORDERS

FOR THE GUIDANCE OF THE

SUB-OFFICERS,

ATTENDANTS, SERVANTS,

AND

ALL PERSONS ENGAGED

IN THE SERVICE OF THE

SURREY COUNTY ASYLUM

AT

CANE HILL.

NOTICE.

ALL Attendants, Servants, and Artisans about to be engaged, are required to deposit their Testimonials with the Medical Superintendent, who will stamp them with the Asylum Stamp; to read and make themselves acquainted with the Rules and Regulations; and to sign the printed form of obligation; and it is not until these various matters are complied with that the applicant will be considered as having entered the service of the Asylum.

The necessary Keys, with a copy of the Ward Rules, will then be given them, and are to be retained during the whole period of their engagement. The Head Attendants will direct them as to the mode of commencing their duties.

This printed manual is the property of the Institution, and if lost, destroyed, or rendered unfit for future use, will subject the person responsible for it to a fine of five shillings.

GENERAL INSTRUCTIONS.

THE Cane Hill Asylum has been erected for the treatment of persons suffering from defect or disease of the brain, affecting their mental powers. All persons engaged in its service must, therefore, constantly bear in mind that it is a Hospital, the sole object and aim of which is the recovery of those whose recovery is possible, and to improve and ameliorate, as far as can be effected, the condition of those whose disease is of an incurable nature.

Whether the Patients belong to one section or the other, they are all equally held to be not responsible for their words and actions, and require to be treated with the greatest consideration, sympathy, and forbearance, by all those who are placed in charge of them; and more especially by the Ward Attendants, with whom they are constantly associated.

The comfort, health, and even the recovery of the Patients, depend, in a great measure,

upon the manner in which the Attendants perform their duties. They are therefore, required to assist in promoting these great objects, by carrying out humanely, faithfully, and in a proper spirit, the general rules of the Establishment, as well as the special instructions which they may receive from the Officers from time to time.

It is a great mistake to suppose that the duties of Attendants are of a light character, easy of accomplishment, and give satisfaction if done in a regular routine kind of way; on the contrary, they are of an extremely anxious and responsible nature, are frequently irksome and disagreeable, and demand almost unceasing activity and vigilance.

A good Attendant is patient, gentle, firm, and persevering in all efforts to induce the Patients to take food, to work, to join in recreation, and to perform, in a proper manner, the multifarious duties of every day life. To do this, it is absolutely necessary to observe the peculiarities and minute points of character of each of the patients under their care.

The conduct of the Patient is often an unconscious imitation of that of the Attendant,

so that a noisy manner, untidiness, carelessness, etc. in the latter, frequently beget the same objectionable habits in the former.

As example is in all cases better than precept when dealing with the insane, so all industrious Attendants can always obtain plenty of willing help from the Patients ; whilst one who simply directs work to be done, without assisting himself, is generally the first to complain that he cannot induce the Patients allotted to him to be employed, or to follow his directions.

Where so much depends on the demeanour of the Attendant, it is manifest that, unless he takes personal interest in the welfare of those placed under his charge, he fails in his duty at the very outset ; and no matter how good his character may be in other respects, failure in this essential point must be treated as incapacity, and consequently with dismissal.

Want of interest can never win the confidence of a Patient, without which, attempts at discipline and treatment are comparatively valueless. Moreover, it soon leads to carelessness and neglect of little things, followed by a want of proper vigilance, terminating in Patients committing acts of mischief or

destruction (easily prevented with proper care), or causing serious injury to themselves or others, and probably culminating in some dreadful act of suicide or homicide, which under due attention and supervision, would not have happened.

Any petulance, irritating complaints, gross, or abusive language, objectionable habits, annoying or threatening demeanour, or even violence, if directed by the Patient against the Attendants, must, on no account, be resented in word or deed ; but all endeavours must be employed to appease the Patient, and if violence be apprehended, or appears imminent, then the services of other Attendants must be summoned.

Frequent excuses, repeated complaints by Patients, injuries, quarrels, etc., not duly reported, and satisfactorily explained, want of punctuality, work often behindhand, want of tidiness in Ward arrangements, slovenliness, inability to induce Patients to render assistance, neglect of minor matters, not only all tend to bring discomfort, and cause an uneasy feeling in the Ward, but also tend to increase the duties of those Attendants who are anxious, and use their best endeavours to do their work conscientiously and properly ; they, therefore

must be accepted as proof of an Attendant's unfitness for his calling.

All matters, in word or deed, which in any way tend to annoy or irritate a Patient, must be scrupulously avoided. On no account must loud, harsh, or angry words be uttered, even in jest. No allusion whatever must be made to the delusions of any of the inmates; and, neither in demeanour or speech, must there be anything approaching the character of teasing, taunting, or mocking. Necessary directions must be given in quiet tones, in unobjectionable language, and not *as orders*. If given more in the form of a request, and in a kind good humoured way, ready compliance generally follows; but an order as from a sharp master to a servant, not only causes a direct refusal, but irritates the Patient, and leads, on his part, to a degree of ill-feeling not easily eradicated. Nothing is more annoying to an inmate than any approach to meddling, muddling or pushing. Excitement is always increased, and is often induced by it, which a few quiet kind phrases would serve to allay or to prevent. *All gossiping beyond the Asylum, about its affairs, the histories and peculiarities of Patients, etc., is strictly forbidden.* As all these reprehensible practices prove the Attendant's unfitness for

his office, it follows that everything approaching the character of roughness or harshness to Patients must be still more so, and will not only be met with prompt dismissal, but in any case where violence has been used, the Attendant will, in addition, be taken before a Magistrate and prosecuted as the law directs.

It is the duty of an Attendant to apply to one of the Officers for guidance, if he entertains the slightest doubt as to the mode of treating any particular Patient, or as to the performance ever of any of his duties ; and also to bear in mind to treat all those under his care in the same way as he himself would wish to be treated, were it his lot to occupy a similar position.

*The following OBLIGATION to be signed by all Attendants, Servants,
and Artisans regularly employed in the Asylum.*

I hereby admit having been this day appointed as

at the following wages and emoluments:—

I acknowledge the right of the Medical Superintendent to discharge me without warning, for acts of unkindness, harshness, or violence to Patients, disobedience of orders, transgressions of the rules, and negligence; also for intemperance and immorality, whether occurring within or without the Asylum boundaries; in any of which cases the wages due to me will be paid up to the day of dismissal. Also that, in the event of being suspended from duty for any fault of my own, that I am not entitled to any pay or rations during the period of such suspension.

I fully understand that I am engaged for a probationary period of one month, or for a longer term should the Medical Superintendent deem it necessary—one week's mutual notice to leave being sufficient; but that after being permanently engaged, I agree to give a month's notice or to forfeit a month's wages, should I wish to give up my situation; and to be entitled to one month's wages, or one month's notice, should my services not be required, unless discharged for any of the causes already stated.

I furthermore promise to obey the rules of the Asylum (which I have carefully read); to avoid gossiping about its inmates or affairs; to sustain its character in every way I am capable of doing; to report to the Medical Superintendent anything improper that may fall within my own personal knowledge; and to render all the assistance in my power (whether or not it be amongst the actual duties for which I was engaged) to promote the comfort and welfare of the inmates.

Signed _____

Date _____

Witness _____

*N.B.—Any Attendant or Servant found to frequent any public-house
will be considered to transgress the rules.*

SPECIAL DUTIES.

DAY ATTENDANTS.

Classes of Attendants.

1.—There are two classes of ordinary Attendants. The first class or Charge Attendants, are responsible for the condition of their various Wards, for the safe custody and general care of the inmates, and for the proper and effectual observance of the rules, especially with reference to the food, exercise, clothing, and bedding of the Patients. Those of the second class are subject to the general guidance and direction of the first, by whom their respective duties are to be apportioned. In the absence of the Charge Attendant the senior among those of the second class is responsible. Irrespective of the class to which they belong, all those who are capable are required to assist in the band, in singing practice, or in any handicraft they are capable of performing, whether engaged especially for that purpose or not.

To obey
orders of
Head
Attendants.

2.—They are to obey the instructions and directions given them by the Head Attendants,

to whom they are to apply without delay if in any way in doubt as to the mode of carrying out any of the Officers' instructions, or of performing any required duty.

3.—They are responsible for the keys given ^{Keys.} them by the Steward, and entered by him in the Key Book. They must always have them attached to their person by the chain and belt provided by that purpose. They are prohibited from lending them to Patients; nor is a Patient permitted to have a key unless with the express written sanction of the Medical Superintendent. They are requested to lock every door through which they pass, even although they may have found it open. Should a key be lost the fact must be immediately reported to the Head Attendant, and they will be required to pay the full value of any that may be so lost; and if it be the general, shutter, window, or closet key there will be a fine of five shillings. No keys are to be taken off the Asylum premises, but they must be left with the Hall or Gate Porters as the Attendant quits the building.

4.—Their ordinary hours of duty are from 6 a.m. till 8 p.m. On evenings devoted to recreation their duties do not expire until all the ^{Hours of duty.}

patients are in bed. In urgent cases and on emergencies they are liable to be called upon to render active assistance during the night.

Time to be
wholly
devoted to
the Patients.

5.—During their hours of duty their whole timemust be devoted to the Patients, associating with and assisting them in their work or recreation, and carrying out the instructions—special or general—of the Medical Officers. When off duty they are not permitted to follow any trade or calling unconnected with the Asylum.

Ward not to
be left.

6.—No ward must, at any time, or for any pretext, be left without two Attendants as long as there are Patients in it. Any Attendant leaving a Ward must first ascertain whether two others are present, to whom he must notify where he is going, and the probable duration of his absence, in case of his services being required.

Visits of
Medical
Officer.

7.—During the visit of the Medical Officer they are to point out everything necessary for him to know, to call his special attention to any change in any of the inmates for the better or worse that may have occurred since his previous visit, to report any complaints made by Patients, and especially to take care that all who are in

bed or in any way confined to their rooms are seen by him.

8.—All complaints, whether frivolous or not, made by Patients against Attendants, etc., will be rigorously investigated. Although, in the greater number of instances, the complaints may be groundless, yet, when repeated charges are made by various Patients against the same Attendant, they will be received as sufficient evidence that the one complained of has not been successful in learning how to win the confidence of the Patients, and be accepted as a proof of incapacity.

9.—The Attendants must not use profane or vulgar language to each other, or to the Patients. Shouting, whistling, and unseemly behaviour, must be avoided. They must behave with proper respect to the Officers of the Institution, and always *speak in similar terms of them, especially in their conversation with the patient.*

10.—Any change in the habits, demeanour, mental and bodily condition—anything in fact affecting the Patient personally—must be duly and early reported to the Medical Officers. In all these matters the Attendants must not act on their own judgment, but report to the proper

Complaints
made by
Patients.

Demeanour
to Patients,
&c.

Emergencies

Officer, and then their responsibility ceases. *All* sudden sickness, injuries, or emergency of *any* kind must be reported without delay. The Head Attendants are usually easily accessible, and to them such reports can be made; but if they are not readily found the Attendant must go for one of the Medical Officers. A "push" connected with an Electric Bell and Indicator in the Head Attendant's quarters has been provided in every ward. This is to be used in emergency.

Hour of
rising, &c.

11.—They shall unlock the Patients' doors at 6 a.m., and before the commencement of any other duty, at once visit every Patient in the sleeping-rooms over which they have morning charge; then open the shutters, and (depending upon the state of the weather) all the window sashes top and bottom, or as many as may be necessary to ensure proper ventilation of all the sleeping-rooms. They shall take care that all bedding is fully exposed to the air for at least one hour before being made up; all waterproof sheeting being laid at the foot of each bed. Bedmaking not to be commenced until after breakfast. All bedding in any way soiled must be removed. Chamber utensils to be washed and wiped dry daily. In each dormitory all water cans to be filled with water, and toilet

caus to be emptied and wiped ; also the water bottles to be filled with fresh *filtered* water every morning. Slops to be removed from all sleeping-rooms as early and as rapidly as possible.

12.—They must see that every Patient is washed and eomed in the morning, before passing to the Day Ward, and encourage as many as possible to perform these acts for themselves. All feeble and helpless Patients require the active assistance of the Attendant. Constant efforts must be made to induce all the Patients to be neat and tidy in their dress, as well as clean in their persons, and none must be permitted to sit down to any meal unless they are so. Minor repairs of clothing must be done in the Wards.

Patients'
personal
cleanliness.

13.—Excepting the siek and infirm, the Patients are not to prepare for going to bed until a quarter to 8 p.m. All clothing to be folded up neatly and placeed in the loekers : or in those dormitories where it is not allowed to be retained inside, it must be placeed in the proper division provided for it. Clothes must never be placed on the floor.

14.—All Patients who are able to attend Morning prayers.

morning prayers are to be encouraged to do so, and also to behave with as much decorum and quietude as at the Sunday services. At least one Attendant from each Ward must be present.

*Admission
of Patients.*

15.—It is the especial duty of all Attendants to do all in their power to endeavour to create a favourable impression on the mind of every newly admitted Patient; and to assure him that everything will be done for his comfort and welfare. This is particularly necessary during the administration of the warm bath—usually administered as soon as the Patient is received (and at which the Head Attendant is required to be present), and during the after-dressing with the Asylum clothing. All bruises, marks of injury, and evidences of uncleanliness, etc., must be pointed out to the Head Attendant, who is immediately to report the same to the Medical Officer. All money or articles found in the pockets or on the person of the Patient, must be at once delivered to the Head Attendant, to be transmitted to the Clerk, an account of which will be entered in the book kept for that purpose.

*Form con-
taining
particulars
of Patient.*

16.—A Statement Paper, filled up by one of the Medical Officers, will be furnished to the

Charge Attendant of each Ward, containing an account of the propensities, etc., to be guarded against, and general directions as to sleeping, etc. This paper is to be retained so long as the Patient remains in the Ward, and in the case of removal to another Ward, must be sent with him. In the case of discharge or death, it is to be delivered to the Head Attendant.

17.—The Patients must not be allowed to sit or place their feet on the fire-guards. They must be taught and encouraged, when requisite, to occupy the chairs and seats in a proper manner. They are not to be permitted to sit or lie down on the floor, or crouch in corners.

*Patients not
to sit on the
floor, &c.*

18—Neither the Attendants nor the Patients are permitted to pluck flowers, fruit, &c., without permission; nor are any birds' nests to be taken. In their walks about the grounds the Patients must not be allowed to wander off the paths, or to damage the shrubs and trees. Those having morbid appetites must be prevented from eating leaves, rubbish, &c., to which many of them are liable. No Patient is to be permitted to lie down on the walks, grass, or in any damp places. In their walks beyond the boundaries, care must be taken to keep all belonging to one party together, to check any

*Conduct out
of doors.*

gossiping with strangers, and prevent any annoyance to passers-by; they are moreover strictly forbidden from entering any public-house, or permitting their Patients to do so. All acts of destructiveness, excitement, etc., whilst out of doors, whether within or beyond the Asylum boundaries, to be reported to the Head Attendant, and also in the Daily Report Sheet.

Airing-
courts.

19.—All unemployed Patients, who are not otherwise incapacitated, are to go into the airing-courts for exercise at the appointed hours—morning and afternoon—if the weather be fine. Particular attention must be directed to the melancholic, indolent and listless cases, that they do not fall into the habit of remaining in the corridors or rooms the entire day, but go out regularly for out-door exercise. The airing-courts to be open directly after tea during the summer months. It is the especial duty of the Attendant having charge of the airing-court to see that the mischievous, destructive, and excited class receive due attention; and to report all irregularities to the Head Attendant. A Charge Attendant to have the care of the airing-courts, as directed by the Head Attendant.

Duties at
Meal times.

20.—All Attendants on duty are to be

present at all the Patients' meals, and must remain until the close. The tables are to be prepared, and all utensils, etc., arranged with neatness before each meal, and before the Patients occupy their seats. At the commencement, when all have assembled, as well as at the close, the allotted grace must be said, all standing in a becoming manner. The Attendants must see that all the Patients have their hair brushed, and are clean and tidy in their persons before entering the dining-room; and at the table must encourage them to use the knives and forks in a proper manner, and not to eat with their fingers as some are inclined to do. During the meal they must ascertain—1st, that the proper number of Patients are present—2nd, that those who are in the habit of bolting their food, or of eating it ravenously, have it cut up in small pieces, and that those ordered minced-meat do not take any other food; the liability of this class to choke must be borne in mind, and should any symptom of choking come on, the Medical Officer must be immediately sent for—3rd, that those Patients who are in the habit of refusing their food, or of giving it away, or are too indifferent or too helpless to assist themselves, are to sit at a separate table, and engage the services of one

Attendant, whose duty it is to see that all have their proper share of food, the Attendant administering it to those requiring it—4th, they must not permit any article of food to be removed from the table—5th, any Patient in bed must have his food carried to him by an Attendant, who is also to administer it, if the Patient be unable to assist himself; a napkin or cloth being first laid over the bed-clothing.

Knives and
forks.

21.—After every meal the knives and forks must be collected and counted before the Patients are permitted to leave the tables. They are to be immediately cleaned and locked up in the proper box; this is the especial duty of the Attendant who has the care of the scullery. Under no circumstance whatever must any Patient be permitted to use the carving knife and fork.

Employ-
ment.

22.—It is the duty of the Attendants to induce the Patients by kindness and quiet perseverance to follow the occupations assigned them. It is essential that the Attendant should take an active share in the employment, by which means indolent and melancholic Patients may often be persuaded to join. On the other hand, as the object of all employment is the improvement of the mental and bodily

condition of the Patients, those who are very willing are not to have their energies over-taxed.

23.—The Patients are not allowed to be employed in any other work excepting that of the Asylum, unless under an order of the Medical Superintendent.

Restrictions
as to
Patients'
work.

24.—It must be borne in mind that tobacco and snuff are supplied to the Patients as an inducement to work, and to behave in a proper manner; the Attendants are therefore not allowed to give any from their own private sources without the consent of the Medical Officer. No Patient permitted to smoke in the building, except in the places specially allotted for the purpose. All Attendants and Servants, whilst on duty, are prohibited from smoking.

Tobacco and
snuff.

25.—They must distinctly understand that the general meetings for recreation are *for the special benefit of the Patients*; and that the active and personal attention of the Attendants in furthering all the means of amusement is as necessary a portion of their duty as any other which they may be called upon to perform. They are therefore required to join in them, and to persuade all who possibly can to participate in them. As many Attendants as

General
recreation.

ean be spared must accompany and be present with the Patients in the place of reereation. When the inmates who are left in the various Wards are put to bed, the remainder of the Attendants must attend the reereation meeting, and render whatever assistance may be required.

*Recreation
in Wards.
Amusements*

26.—The Patients, when in the Wards, and not otherwise employed, must be induceed to pass their time in reading, writing, or in recreation of some kind. This is the especial duty of the Attendants after the tea meal, when all the Ward inmates are to be allowed free access to all games, etc., provided for the purpose, and in which they are to be encouraged to join; the Attendants, when neecessary, taking part in them.

*Books and
periodicals.*

27.—It must be distinctly understood that all books and periodicals supplied to the Wards are for the express use of the Patients, to whom they are to be at all times accessible, and are not to be kept under lock and key. Their circulation will be regulated by the Chaplain; and their distribution, and subsequent return to the Library, will be performed by one Attendant in each division, under his direction. No books, cte., are permitted to be taken into the Attendants'

rooms, except with his approval. Any instance of injury or destruction must be duly reported in the Daily Return, and, as far as can be done, all damage must be repaired in the Wards.

28.—A Recreation Room is provided in each division for the Attendants to meet together for associated amusements in the evening after hours of duty. Any Attendant not conforming to the regulations for the management of these rooms will be denied the privilege of using them.

29.—All parts of a Ward must be, at all times, kept scrupulously clean; and the requisite cleaning operations must be performed by the Attendants, with the assistance of the Patients. All washing and scrubbing in the rooms and corridors occupied by the Patients during the day must be performed before 10 a.m. or after 6 p.m. There must be no cleaning in the sleeping-rooms after mid-day, and in cold and damp weather fires must be lighted, so as to dry the floors, etc., as rapidly as possible. No washing must take place in a room where a Patient is in bed, nor must any Patient be permitted to remain in a damp room. All Wards are expected to be in order,

and the Attendants neatly dressed, not later than 10 a.m.

Brooms,
pails, &c.

30.—All mops, brooms, buckets, utensils, especially anything that may be used as a weapon of offence, must be kept clean, and locked up in the cupboard set apart for the purpose.

Matches.

31.—No Patient is under any circumstances whatever, to be trusted with matches. Those issued light on the box only, and the empty box must, in all cases, be given up to the Stores Department before a full one is supplied. No other kind under any pretence to be brought into the Asylum.

Fire and
light.

32.—They are not to allow the Patients to carry any light or fire from one part of the building to another. The lantern furnished to every Attendant is to be kept clean, trimmed, and ready for use at any time, and must be employed whenever it is necessary to carry a light about. No candle is to be permitted to be taken into, or used in any Ward, except with the express sanction of the Medical Superintendent. No fires to remain in any of the sleeping rooms occupied by Patients day or night except under Medical order. No fire

allowed in an Attendant's bed-room except with the sanction of the Head Attendant.

33.—They must not permit the Patients to ^{Gas.} light or extinguish the gas jets. The gas is to be lighted in all the day-rooms and corridors at the approach of dusk, and be turned off immediately after the Patients retire to bed, excepting those lights which are appointed to remain on for the night (which are to be kept low), and those in the rooms where the Attendants are having their suppers, or are met for recreative purposes ; in which latter case the jets must be extinguished by 10 p.m. The Attendants are not allowed to have the gas lighted in their own rooms excepting when they are off duty, but it must be turned off not later than half-past 10 p.m. at which time all Attendants are required to be in bed. Should their rooms open off a dormitory or gallery they must remove their boots before entering, and make as little noise as possible. No gas jet in any dormitory or passage not used as day space to be lighted before half-past 7 p.m.

34.—The doors of the coal cellars are to be ^{Coals.} kept locked, and whatever coals are required must be taken from it and used under the charge of an Attendant. The Patients are not

to be permitted to meddle with the fires. Except when otherwise ordered, the fires are not to be remade after half-past 7 p.m. Care must be taken to burn all cinders and prevent needless waste of fuel. A cinder sifter is provided in each Ward.

Patient's
letters, &c.

35.—They are not permitted to hold correspondence with the friends or relatives of Patients; nor are they allowed to bring into, or carry out of the Asylum any verbal messages, letters, or articles of any kind, to or from the Patients or their friends and relatives without the express sanction of the Medical Superintendent. All letters and manuscripts written by Patients are the property of the Asylum, and must be delivered up to the Head Attendant, by whom they are to be submitted to the Medical Officers.

Visitors to
Wards, &c.

36.—No Visitors to the Patients, Attendants, or Servants, are allowed to pass beyond the visiting rooms, excepting under an Officer's order. Nor must they be permitted to enter any of the Wards, domestic offices, or places occupied by Patients, unless with the permission of one of the Medical Officers. During the visits of any of the magistrates, Officers, or

strangers, an Attendant must accompany them through the Wards until they leave.

37.—Patients are permitted to be visited by their relatives and friends, once weekly between the hours of 10 a.m. and 4 p.m.; and at all times if in a state of danger. The Patient must be taken to the visiting room (the Head Attendant being first made aware of the visit), and, during the visit, an Attendant must be present. Special permission from one of the Medical Officers must be obtained before any Patient is allowed to walk in the grounds with the visitors. Special Rules for the guidance of visitors are hung up in each receiving room.

38.—The Visitors to Patients must not be allowed to give them any intoxicating liquors; and if, after being informed that it is contrary to the Rules, they persist in doing so, one of the Medical Officers must be sent for immediately. Nor are the Attendants permitted to bring any into the Institution, whether for themselves, for any other Member of the Staff, or for the Patients. A violation of this rule renders the Attendant liable to immediate dismissal.

39.—No emolument, perquisite, or gift of ^{Perquisites, &c.}

any kind is permitted to be received by any Attendant, either from the Patients, their friends or relatives, or from ordinary visitors. The Attendants are not permitted to traffic with the Patients, or purchase anything for their use. No food or any article belonging to the Institution must be taken off the Asylum premises.

Leave of
Absence.

40.—Leave of absence is at all times granted conditionally, that sufficient Attendants are left for active duty, and that their services are not required for any special Patient or object. It is liable to be disallowed for minor offences against Rules, especially for want of punctuality in returning to the Asylum. As a rule the following leave will be granted :—

1. Attendants and Nurses one whole day every month.
2. Attendants, two evenings in every week ; 6 till 10 p.m. Nurses, half a day every week, from 2 till 9 p.m. Married Attendants, whose families reside out of the Asylum boundaries, are allowed leave every other night, from 8 p.m. till 6 a.m.
3. On Sundays from 4 till 10 p.m., in rotation.
4. Seven days annually after the Attendant has been a full year in service.

The leave lists are made out every month, and no deviation will be permitted except under special circumstances, and with the sanction of the Medical Superintendent. Application for such extra leave must be made in writing, and delivered to the Head Attendant. They are required to leave the Asylum building by the proper door. And whether their absence be on Asylum business or not, to leave their keys with the Hall or Gate Porter, by whom their time of leaving and returning is to be recorded.

41.—The Male and Female Servants and Attendants are not permitted to associate with each other on the Asylum premises or grounds. On entering or leaving the Estate they must pass through one of the lodge gates. They are to restrict themselves to the ordinary roads of approach, and are not permitted when off duty, to enter the garden or pleasure grounds, except with the sanction of the Medical Superintendent.

42.—The wages of Attendants will be paid quarterly. Married Attendants are permitted to draw two-thirds of their wages during the quarter, subject to the permission of the Medical Superintendent. Except under some emergency, this privilege cannot be extended

Restrictions
when off
duty.

Payment of
wages.

to those who are unmarried. As a general rule, any increase of wages takes place from the commencement of the ensuing quarter. All fines will be deducted from the wages due.

*Removal of
Patients.*

43.—No Patient is to be transferred from one Ward to another; nor from a dormitory to a single sleeping room, or vice versa, except under medical order.

*Patients'
requests, &c.*

44.—In their daily communication with Patients they are not to make promises that cannot be performed. They are, as far as possible, to comply with all their reasonable requests, especially in their wish to write to their friends and relatives. They are not to exhibit any marked partiality for particular Patients, to give them extra food at the expense of others, or to give them beer or stimulants beyond their due allowance. Nor are they to permit one Patient to exercise any authority over another, except with the express sanction of the Medical Officers.

*Epileptic
Patients.*

45.—When a Patient has an epileptic fit, the Attendant must at once render assistance by loosening the necktie, collar or anything round the neck; by supporting the head with a pillow, and by lifting him (with assistance) as soon as

possible on a bed, seat or couch, and he must not be left until he be restored from the fit. Special care must be taken to prevent him from injuring himself, as many epileptics are apt to do, and particularly to prevent the tongue being bitten; also to watch that he does not become suffocated by turning over on his face, and burying it in the pillow, etc.

46.—All Patients who are entered in the ward lists as having “Suicidal propensities” require to be under constant observation day and night, to prevent them from committing or even from attempting self-destruction. This vigilance is not to be relaxed even although such Patients may have been for a long time in the Asylum, and are apparently quiet and harmless. Extreme care must be taken that at night-time the whole of their clothing be removed from the sleeping apartments, and that nothing is concealed about their beds or persons capable of being used as an instrument of self-destruction; any article so found is at once to be taken to the Head Attendant. As a rule all Patients suffering from melancholy or depression of spirits are to be regarded as of a suicidal tendency.

47.—When, owing to a Patients’ threatening Summons
to other

Attendants. demeanour, violence, etc., it is necessary to obtain extra assistance as rapidly as possible, the whistle (supplied to each Attendant) must be invariably used, and all Attendants within hearing are bound to pay immediate attention to the summons. It is therefore of the greatest importance that the whistle be used in cases of emergency only.

Special
caution
respecting
excited
Patients.

48.—No matter how excited or violent a Patient may be, under no pretence whatever is the Attendant to place his knee upon any part of the Patient's person. As the most grave results have happened from such a practice, any Attendant will be immediately dismissed for violation of this rule.

Seclusion.

49.—By seclusion is meant confining a Patient to a room during the day, and by locking or securing the door in any way, preventing him from leaving it. If a Patient become so excited and violent that it is manifestly necessary to seclude him, the Head Attendant and one of the Medical Officers must be immediately sent for. There should not be less than four Attendants present before any attempt is made at seclusion, and in the presence of an adequate force the Patient will sometimes enter the room without requiring to

be touched by any one. Should he strongly resist he must be promptly laid hold of by the hands and feet, and after the removal of his boots, he must be carried into the room, and the door locked. The Medical Officer will direct the duration of the seclusion, and how often the Patient is to be visited, together with any other necessary directions.

50.—No form of mechanical restraint is ^{Restraint.} permitted to be used on the person of any Patient except under the order of the Medical Superintendent.

51.—The Lunatic Asylums' Act (16 & 17 ^{Escape of} Vict. c. 97) contains the following Section :—
^{Patients.}

“If any Superintendent, Officer, or Servant in
“any Asylum shall, through wilful neglect
“or connivance, permit any Patient in any
“case to quit or escape from such Asylum,
“or be at large without such order as in
“this Act mentioned, (save in the case of
“temporary absence, authorised under the
“regulations of the Committee of Visitors)
“or shall secret, or abet, or connive at the
“escape of any such person, he shall, for
“every such offence, forfeit and pay any
“sum not more than twenty pounds nor
“less than two pounds.”

The Attendant in charge of any Patient who may escape renders himself liable to repay the whole expenses in the attempt to recapture. In any instance of great or of wilful neglect, the Attendant will, in addition, subject himself to be fined according to the Act above quoted, and also to be dismissed from the Asylum. Patients should always be counted by the Charge Attendant at meal times, on going to bed, return from exercise, etc., and, any one missed, should at once be reported to the Head Attendant.

Ventilation. 52.—Upon the Charge Attendant devolves the duty of paying rigid attention to the due ventilation of all parts of the ward, to prevent the air from stagnating or becoming foul. As many of the window sashes as possible must be opened to ensure ventilation without inducing cold. This can be done even in bad weather, the sashes being specially designed to this end. If there be any bad smells from the water-closets, gas escape, etc., an attempt must be made to remedy them without delay, and if not successful, the Head Attendant must at once be made acquainted with it. No clothing or bedding must be permitted to be dried in the Ward, nor must there be any cooking of any strong-smelling substances permitted. Any cooking

required must be done in the Ward scullery. When the Patients are absent from the Wards during the day all bed-room doors and windows are to be opened to their fullest extent (the latter depending upon the weather). Throughout the night all day-rooms, scullery, and doors and windows to be open, and, as far as possible, the dormitory windows also. Where windows are provided with locks, to prevent them being raised beyond a certain limit, the Charge Attendant is responsible for their being at all times properly secured, both morning and evening, and must enter them as being so on the report sheet.

53.—The Charge Attendant is especially responsible for the custody and administration of all medicines, and that the instructions of the Medical Officers are duly carried out. All liquid medicines must be measured in a graduated glass, provided for that purpose; and, *under no circumstance whatever*, is a Patient to be permitted to have any access to the medicine cupboard, or to assist in its administration. All bottles, pots, etc., containing remedies of any kind, as well as all substance of a hurtful or poisonous nature, must be kept locked up in the place appointed for the purpose, and all empty bottles, etc., must be

Precautions
as to admin-
istration of
medicines,
&c.

returned to the Dispensary without delay.
The Attendant must constantly bear in mind—

- 1.—That all liquid medicines for *internal* use are contained in *round or oval* bottles, with *parallel* sides, and having *white* labels.
- 2.—That all remedies for *external* application are contained in *blue fluted* bottles, with *angular* sides, and bear *yellow* labels, headed with the word “Poison.”

It is of importance that the Attendant reads the label of directions, and observes the name of the Patient on every occasion, and immediately prior to the medicine being given. Neglect of this has often led to fatal mistakes. One Attendant in each division is to receive the medicine from the Surgery and distribute it to the Wards at the hour appointed.

Illtreatment
of Patient.

54.—The Lunatic Asylums’ Act (16 & 17 Vict., c. 27) contains the following section :—

“If any Superintendent, Officer, Nurse, Attendant, Servant, or other person employed in any Asylum, strike, wound, ill-treat, or wilfully neglect any lunatic confined therein, *he shall be guilty of misdemeanour,* and shall be subject to indictment for every such offence, or to forfeit for every

" such offence, on a summary conviction
 " thereof before two justices, any sum not
 " exceeding twenty pounds, nor less than
 " two pounds."

The slightest roughness or harshness to Patients will certainly be met by the immediate dismissal of the Attendant; and any instance of violence towards an inmate will most assuredly cause the Attendant not only to be dismissed, but also to be taken before a Magistrate and be punished by fine or imprisonment according to the section of the above Aet. Further than this an Attendant who witnesses such treatment, and does not endeavour to prevent it, and also does not report the matter immediately to one of the Medical Officers, renders himself liable to be treated as an accomplice.

55.—Attendants render themselves liable to instant dismissal for any act of misconduct, such as great carelessness or neglect of duties, imperilling the safety of the Institution, the welfare of the Patients, or leading to the escape of any; roughness, harshness, or ill-treatment of any of the inmates in word or deed, or witnessing any and not endeavouring to prevent it, as well as to report it; immoral

Dismissal of
Attendants.

conduct, or intoxication, within or without the Asylum ; dishonesty ; gambling ; receiving perquisites ; bringing intoxicating liquors into the Establishment ; being absent without leave ; found in the wrong division without having received permission ; wearing clothes belonging to Patients, or to the Asylum, other than the uniform allowed ; appropriating Patients' provisions to their own use ; insubordination, and refusal to obey Officers' orders. Under such circumstances the wages will be paid up to the day of dismissal. Should the Attendant be suspended only, no wages will be paid during the period of suspension ; nor will he be permitted to retain his keys, or remain on the estate during that period.

Uncleanly cases.

56.—Patients who are destructive or uncleanly require unceasing attention ; and by perseverance on the Attendant's part, these faulty habits are frequently entirely checked. They must be taken at stated intervals to the water-closet ; and all soiled linen or bedding at once changed. If the person of the Patient be dirty, a warm bath to be used, or if he be very helpless or feeble, then gentle sponging with warm water. They are required to pay proper attention to this class of Patients the last thing before leaving off duty for the night,

and to deliver them into the care of the Night Attendant in a cleanly condition.

57.—It is absolutely forbidden for any of the Attendants to appropriate to their own use any clothing or bedding set apart for the use of the Patients, or that may be the private property of the Patients. Clothing and bedding.

58.—All Attendants, when permanently engaged, are provided with uniform clothing, which is to be considered as the property of the Institution, to be given up at the time of leaving the Asylum service. It is to be worn when they are on duty—and all attending any of the recreative meetings are to be considered as such. All females must wear a cap, *their hair be dressed plainly*, and their gowns made according to pattern. Attendants uniform.

59.—All religious scruples of Patients must be particularly respected. No Patient is to be forced against his will to attend any religious service, but reasonable efforts must be made to induce him to attend. Should any Patient express a wish to see a minister of religion of any particular persuasion, the Attendant must, without fail, acquaint the Medical Officer of such wish. Religion of Patients.

Sunday
duties.

60.—Whatever duties are required to be performed on the Sunday must be done in a becoming and decorous manner, and as befitting the day. Especial care must be taken that the Patients have on their best clothes, are neat and tidy in person, and that as many as are capable of doing so must be ready at the appointed hours to attend the religious services; those who are unable to do so in the morning, must be induced to attend in the afternoon. When in chapel, those who are the subject of epilepsy, or are liable to be restless or troublesome, must be seated near Attendants. If a Patient has, from any cause, to be taken out, the removal must take place with as little disturbance as possible. The Attendants are required to induce all near them to conform to the various portions of the service, and to assist them so far as may be necessary. Throughout the whole period of their being present in chapel, all conversation and frivolity must be prevented.

Daily duties.

61.—A.M. 5.45.

The bell to be rung by the Male Night Attendant in A Ward. Night Attendants to call Day Attendants.

6.

All Day Attendants to be on duty. Patients to get up.

- A.M. 6.30 to 9.45. Foul linen to be taken to the Daily duties.
 Laundry and corresponding clean articles returned.— also soiled Beds from the Male Division. Bread and Butter drawn from Stores.
7. Patients breakfast. Females dinner tins returned to Kitchen.
- 7.30 Female Patients to go to work in Laundry and Kitchen.. Beds made up.
- 7.45 Soiled Beds from the Female Division to be taken to the Laundry.
8. Morning Prayer.
- 8.30 Male Patients to go to work in Kitchen and Stores.
12. Shop and Garden.
9. Male Patients go to work as Coal Gangs and in Grounds.
- 9.30 Female Patients to go to Work-room.
10. Wines and Spirits drawn from Stores. Male Patients to work in Cricket Field with Dormitory Attendants.
- 10.30 Sick and Extra Diets from Kitchen and Stores. Female Patients to go into Airing Courts.

Daily duties.	P.M. 12.30	Patients' Dinner. Tea Urns returned to Kitchen.
	1.	First half of Attendants and Nurses dine.
	1.30	Second half of Attendants and Nurses dine.
	2. to 5.	Employed Male Patients go to work.
	2. to 4.	Unemployed Male Patients go into Airing Courts.
	2.	Female Bread Baskets to be taken to Stores.
	2.15	Female Patients to go to Work-room.
	2.30	Male Bread Baskets to be taken to Stores. Female Patients to go into Airing Courts.
	3.	Clean Loose Beds for the Male Division taken from Laundry to Wards.
	4.45	Clean Loose Beds for the Female Division taken from Laundry to Ward.
	5.	Female Patients' Tea.
	5.30	Male Patients' Tea. Dinner Tins returned to Kitchen.
	6.30	Male Sick Diet from Kitchen. Tea Urns returned to Kitchen.
	7.	Night Nurses dine. Female Sick Extras taken to Wards. Night Attendants dine.

- P.M. 7.30 Females' Tea Urns taken to Daily duties.
Kitchen.
- 7.45 All Patients go to bed.
8. Night Attendants go on duty.
All lights turned low.
10. All Attendants to go to their
own rooms.
- 10.30 Gas in all Attendants' rooms
to be turned off and only
those jets left burning (and
turned low) which are
allowed to be in all night.

Sunday :

- 62.—A.M. 10.30 Service in Chapel. Duties on
particular days.
- P.M. 2. Patients to exercise beyond boundaries.
3. Service in Female Infirmary Wards.
- 3.30 Service in Male Infirmary Wards.
6. Service in Chapel.

Monday :

- A.M. 8.30 Work Books given to
Attendants.
9. to 10. Attendants, Nurses and Male
Patients' dirty linen taken
to Laundry. Repairs to
Housekeeper, Tailor, and
Shoemaker.

Duties on
particular
days.

- | | |
|------------|--|
| A.M. 10.30 | Materials for New Work with Pins, Needles, &c., taken from Work-room to Females' Ward. |
| P.M. 2. | Female Patients to be bathed in A Ward. |
| 2.30 | Male Repairs to be returned to Wards. |

Tuesday :

- | | |
|---------|--|
| P.M. 2. | Female Patients bathed in Ward B.
Funerals. |
| 3. | Condemned articles to be changed at Stores. Roman Catholic Service in Female Division. |
| 3.30 | Roman Catholic Service in Male Division. |
| 5.45 | School to be held in Male Infirmary Ward. |
| 8. | Band practice. |

Wednesday :

- | | |
|---------|---|
| A.M. 8. | Male Patients shaved. |
| 9. | Dirty Linen to be taken to Laundry. |
| P.M. 2. | Corridors to be cleaned.
Female Patients exercise beyond boundaries. Female Patients bathed in C Ward. |

Thursday :

- | | |
|--|----------------------------|
| A.M. 10. to 4 P.M. Visitors. | Duties on particular days. |
| 10. Clean Linen returned from Laundry. | |
| P.M. 8. to 10. Entertainment in Recreation Hall. | |

Friday :

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|----------|---|
| A.M. 10. | Female Patients from F Ward to be bathed in General Bath Room. |
| P.M. 2. | Female Patients clean linen returned from Laundry.
Female Patients bathed in D Ward. |
| | Funerals. |
| 2.30 | Male Patients bathed in A 2 and B Block. |
| 3. | New work returned from Female Wards to Workroom. Officers clean linen returned. |
| 6. | Female Patients from H Ward bathed in General Bath Room. |

Saturday :

- | | |
|----------------|---|
| A.M. 8. to 11. | Female Patients' dirty linen sent to Laundry. |
| 9. | Male Patients' clean linen returned from Laundry. |

Duties on particular days.	A.M. 10.	Repairs from Housekeeper, Tailor and Shoemaker. Female Patients bathed in E Ward.
	12.	Work Books returned by Attendants.
	P.M. 2.	Remainder of Male Patients bathed. Female and Artizan Patients exercised beyond boundaries. Boots polished. Corridors cleaned &c. Weekly Stores fetched by Nurses to Wards.
	6.	Female Patients are Bathed in G Ward.
	8.	Band Practice.

Death of Patient.

63.—On the death of any Patient, the Head Attendant and one of the Medical Officers must immediately be informed. The Charge Attendant of the Ward is responsible for the proper cleansing and laying out of the body, and of its subsequent removal to the mortuary; care being taken that none of these operations are witnessed by any of the inmates, and that all be performed in a decorous manner. The bedstead, bedding, etc., must be thoroughly cleansed, and not be permitted to be again used for several days. The room in which the Patient died must be scoured, and all the paint,

etc., well washed. If a single room, it must not be again occupied for at least three days.

64.—Although the main care of the mortuary devolves upon the Head Male Attendant, yet the charge of the cleaning and keeping in order the male mortuary and post-mortem rooms rests with the Male Infirmary Attendant; and of the female mortuary with the Female Infirmary Attendant.

Care of the mortuary.

65.—The Patients are to have a *regular* change of stockings and under-linen twice a week; flannel vests and drawers once a fortnight; sheets and pillow cases once a fortnight. Any soiled article of bedding or clothing to be changed without delay.

Change of linen.

66.—All articles to be taken to and received from the Laundry at the appointed times. Each Ward is provided with a book, in which is to be entered the numbers of the various articles sent to the Laundry, a duplicate of which is to be left with the Laundress. In the case of their own private clothing, unless it be properly marked, the Laundress may refuse to receive it.

67.—The Attendants are not to frequent their own rooms during the day, except when

Attendants rooms.

they are off duty. The doors are to be kept locked, and Patients are not to be permitted to remain in, or frequent them without permission. They are to be kept in a neat and orderly manner; great care being exercised in locking up knives, razors, and all articles of value or importance, for the loss or destruction of which the Asylum authorities are in no way responsible. The Medical Superintendent has power to inspect them at any time.

Attendants'
mess-room.

68.—A Supernumerary Nurse and Attendant in each division to have charge of their respective mess rooms. They are required to attend there ten minutes before the commencement of any meal, to see all the tables set in order, and to remain until the second half of the Attendants have concluded.

Shaving.

69.—The male Patients are to be shaved, at least twice in the week, two Attendants being always present. Under no circumstances is the Patient to be permitted to shave himself, nor is the razor to leave the hand of the Attendant. Those Patients who wish to cultivate their beards, etc., are to be allowed to do so, but especial care must be taken that they be kept scrupulously clean and tidy.

70.—As a rule the hair of the male Patients ^{Hair cutting} is to be cut once a month. In the case of female Patients the hair is not to be materially shortened, and in neither sex to be cut close, except under Medical order.

71.—The Charge Attendant of each Ward is ^{Inventories.} directly responsible for all Articles in it, according to the general inventory list; and may be called upon to replace any missing article when the list is examined by the Head Attendant at the time of the regular inspection, or resignation of situation, or of removal to another Ward. The individual Attendants are responsible for the correctness of the list of articles in their own rooms.

72.—An account of all articles broken, torn, <sup>Articles
broken.</sup> or destroyed, and how caused, must be entered in the Daily Report Sheet. Portions of furniture, utensils, etc., that may be of use in repairing, to be given up to the Artisan Attendant, with the article to be mended. That portion of broken crockery bearing the Asylum badge, utensils, brushes, etc., and also of torn or partially destroyed articles of bedding, clothing, etc., to be delivered to the Steward, before being replaced. Any missing article must be satisfactorily accounted for, otherwise

the Attendant is liable to replace it at his own expense.

Broken windows.

73.—If a window be broken, the whole of the glass must be immediately removed, and the occurrence at once reported to the Head Attendant.

Daily report sheet.

74.—The Charge Attendant of each Ward is required to leave with the Head Attendant every evening by nine o'clock the Report Sheet of the Ward, with all the required entries duly filled up. In this especial care must be paid to the insertion of full notices of all injuries done to or by Patients, acts of destruction, seclusion, and of all ward occurrences, whether they have already been verbally reported to the Medical or other Officers or not. They shall also report all knives and windows correct, the latter to be all tested morning and evening.

Reports to Night Attendant.

75.—The Charge Attendant in each Ward must remain until the Night Attendant comes on duty, to whom is to be delivered all medicines, extras, etc., required during the night, together with the necessary directions for their administration, written upon the slate provided for the purpose. This must also contain the names of all Patients newly admitted,

and of all others requiring especial attention from any cause whatever, as well as a note of the rooms where such Patients sleep.

76.—It is the duty of every Attendant, and ^{Waste.} more particularly of the one having charge of the Ward, to prevent waste of food, excessive consumption of coals, gas, etc., and to take the greatest care of all articles under their care.

77.—All rags must be delivered to the ^{Rags and litter.} House-keeper. Litter or rubbish of any kind must not be permitted to remain in any part of the Ward. Especial pains must be taken at once to collect and remove all pieces of metal, string, wire, nails, glass, or anything that a Patient might employ in a detrimental manner to himself or others.

78.—At the time of their engagement, or subsequently, they are not to bring any property into the Institution, excepting their own personal clothing and effects, without the express sanction of the Medical Superintendent. All boxes, packages, etc., before entering or leaving the wards, to be seen by the Head Attendant.

79.—Should an Attendant enter a Ward ^{Intoxication} whilst in a state of intoxication, or become so

whilst in the Ward, it is the imperative duty of any Attendant, etc., who may see him, at once to report his condition to the Head Attendant or to one of the Medical Officers, and on no account whatever must he be permitted to have the care or control of any Patient.

*Illness of
Attendant.*

80.—In the event of the sickness or illness of any resident Attendant, or if non-resident but able to attend at the Dispensary, he will be attended by the Asylum Medical Officers. The payment of wages during the absence from duty from such cause will depend on the nature of the illness, or accident occasioning it, and be left entirely to the discretion of the Medical Superintendent. As a rule, if it be due to any cause incident to the occupation of the invalid, the wages will be continued for one month; but it must be distinctly understood that no wages can be claimed for such loss of time, nor will any be allowed for illness, etc., brought on from any other cause.

*Leaving
their situa-
tions, &c.*

81.—Any Attendant desirous of applying for another situation, during his period of service, must first obtain permission from the Medical Superintendent, otherwise he renders himself liable to summary dismissal. On leaving his situation, a certificate of conduct

will be given, if his length of service has not been less than one year, and he has not been forced to resign, or been summarily dismissed. In the case of marriage between a Male and Female Attendant, the latter is required to resign.

N.B.—The foregoing Rules apply equally to the Attendants of either sex. Many of the subsequent Rules contain duties which are also applicable to them, especially those under the following headings:—“Baths,” — “Laundry,” — “Rules to Visitors,”—“In case of Fire.” For infringement of any, Fines may be inflicted by the Committee of Visitors or by the Medical Superintendent.

Charge of
Office, &c.

THE ASSISTANT CLERK.

82.—He is to be employed under the direction of the Clerk, and is responsible for the tidiness and good order of the office. When required he is to assist in the receipt and delivery of stores. He is not to be absent at the same time as the Assistant Store-Keeper, nor for one night without the sanction of the Medical Superintendent.

ASSISTANT STEWARD AND STORE-KEEPER.

83.—He is to be employed under the direction of the Steward and Storekeeper, to whom he is responsible for the cleanliness and good order of all stores, the rooms set apart for them, the receiving room and the entrance to it, the scales, weights and measures.

84.—He shall not be absent at the same time as the Assistant Clerk, nor for one night without the sanction of the Medical Superintendent.

85.—He shall have charge of the weigh-bridge, and not permit strangers to enter the weighing house. He shall weigh every cart-load of coal, and such other stores, &c., according to direction of the Steward and Storekeeper, and keep an accurate register of everything weighed.

86.—He shall keep a daily record of all goods that have been received into store, or have been distributed to the Wards; also of all that are or may probably soon be wanted.

Charge of
Store rooms,
&c.

Leave of
Absence.

Weigh-
bridge.

Lists of
Goods.

He shall not issue or lend any article from the stores unless under a written order.

Store Books.

87.—He is to keep such books as are connected with the receipt and delivery of stores, and to perform such office work as may be necessary.

Doors to be
kept locked.

88.—He shall keep all the store-room doors locked, and not permit Servants or Attendants to enter ; nor is he to allow persons bringing goods to pass beyond the receiving room for stores.

NIGHT ATTENDANTS.

89.—From 8 p.m. until 6 a.m. the Night Attendant have charge of, and are responsible for the Patients and Wards of their respective divisions. This responsibility does not cease, nor must they leave the Wards until the Day Attendants have entered on their duties. They are not to consider themselves as being off duty until their work at the laundry has been completed, and their reports of the night occurrences duly written out.

90.—They are required to report themselves to the Head Attendants, not later than a quarter to eight p.m., from whom they will receive (to be returned to the same Officers in the morning) the keys of the Electric Tell-tale, the Report Books, and the general Patients' lists, together with any special instructions. As, with fair usage, these Electric Pushes will not easily get out of order, the expenses of any repairs, beyond those incident to ordinary wear and tear, will have to be defrayed by the Night Attendants.

Hours of
duty.

Tell-tale
clocks, &c.

Instructions
&c., for the
night.

91.—They must receive from the Charge Attendant of each Ward the medicines, extras, etc., required to be administered during the night; with the slate containing the necessary written instructions, enumerating the names of those Patients requiring particular attention, and the rooms they occupy.

Duties to be
quietly
performed.

92.—They must perform all their duties as quietly as possible, so as not to disturb the Patients. They are, therefore, expected to wear list slippers, and to be careful in opening and shutting doors.

General list
of Patients.

93.—As the general list of Patients furnished them points out the names of those who have epileptic fits, as well as of those who have suicidal or homicidal propensities, they are required to consult it frequently, so that all Patients who are the subjects of these complications may receive proper attention.

Visits to
Wards.

94.—They must make regular visits to the Wards, and in the prescribed order, recording each at the various tell-tale stations. Wards A, and first two stories of D, to be visited every hour, third story of D, and Wards E, F, G, H, every two hours, viz :—at 9, 11, 1, 3, and 5 o'clock; and the laundry (by a Female

Attendant) at 11 and 3 o'clock. In the epileptic dormitories, B, B¹, C, C¹, the night Attendants must push the tell-tales every half hour alternately, commencing at 8 o'clock between the times mentioned, so that their inmates are seen every hour. All irregular visits to be registered at the nearest tell-tale station. If there be any interruption to the regular visit being made, the cause to be stated in the Night Report.

95.—In all cases of trouble or difficulty, they are always empowered to call up the nearest Day Attendant to render whatever assistance may be required, and in great emergency, such as serious illness, attempted suicide, must ring the Electric bell for the Head Attendant in the manner prescribed.

Day Attendant to assist.

96.—All Patients newly admitted to be under special observation for the first three nights, and the result to be stated in the Night Report.

Recently admitted Patients.

97.—To pay especial attention to all epileptic patients, and especially those who are in the habit of turning over and remaining with their faces buried in the pillow, whether in a fit or not, in which case they must be replaced on

Epileptic cases.

their side or back, and the occurence be reported. Any Patient found in a fit must have the neck released from any buttoned or tied garment, and he must not be left until the fit be over. The names of Patients, with the number of fits, and the times at which they occur, must be entered in the report.

Suicidal
Patients.

98.—Any Patient reported to be suicidal must be carefully observed at each visit, and if there be anything suspicious in such Patient's conduct (either from the Attendant's own observation, or statement of a Patient in the same room) an examination of a Patient's neck, person, bedding, etc., must be made, for any article by which self-destruction might be committed; which, if found, must be given to the Head Attendant in the morning. In case of any deliberate attempt having been made, the nearest Day Attendant must be summoned to watch the Patient, whilst the Night Attendant rings for the Head Attendant, and goes to the Medical Officer to report the matter. Any cord, etc., round a Patient's neck must be loosened immediately.

Uncleanly
cases.

99.—To attend to all Patients who are in the habit of wetting or soiling the bed, and to cause them to obey the calls of nature at

regular times. All linen, bedding, etc., to be taken away whenever wetted or soiled, and clean articles substituted. The names of all Patients, who are found unclean, and the times when found so, to be reported.

100.--They must use their utmost efforts to ^{Noisy Patients.} endeavour to calm those who are restless, excited, and noisy. Often a few kind words or a draught of water will effect this. If a Patient quarrels with, or disturbs the other Patients in the same dormitory, and cannot be induced to be quiet, removal to another sleeping room, may be made. But, if the Patient be reported to be suicidal, his transference to a single room must not take place except with the sanction of the Medical Officer.

101.--They are required to pay such ^{Destructive Patients.} attention to Patients of destructive habits that, in the event of their body-linen or bedding being destroyed, or so torn as to be unfit for use, other articles be at once substituted. For this purpose the special strong dresses and bed coverings are to be employed. In the event of its being necessary to remove the bedstead from the room, palliasses must be laid on the floor.

Sudden
illness.

102.—If any Patient have a sudden attack of illness during the night, or any of the invalids become apparently worse, or if there be *any doubt whatever* as to whether a Patient's condition be satisfactory or not, the Head Attendant is to be summoned immediately by means of the Electric bell.

Gas Jets.

103.—To see that all the gas jets (excepting those directed to remain alight during the night, and which are to be turned low), are extinguished at the appointed time. To report any gas jet remaining alight after half-past ten p.m. In case of any gas escape, if it cannot be remedied, the Head Attendant to be consulted.

Warmth and
ventilation.

104.—To pay especial attention to the ventilation of the Patient's sleeping rooms; opening the sashes when required; and, as far as possible, to remedy foul smells. To maintain such of the fires in the day spaces as may be directed by the Head Attendant, as well as the heating apparatus of their respective divisions.

Day
Attendants.

105.—The Night Attendant in A Ward to ring the kitchen bell at 5.45 a.m.; the Night Nurse in F Ward to call up the servants; and

each in their respective Wards to call up the Day Attendants, and to direct their especial attention to any cases requiring special supervision or care.

106.--To take all bedding and linen, soiled during the night, to the Laundry, with a proper list.

107.--A report of the occurrences in the night, in the form prescribed, must be kept by the Night Attendant of each division. In addition to the reports concerning Patients, it must also record the number of soiled articles taken to the Laundry; the times of visits of any of the Officers or strangers; the names of all Attendants entering or leaving the Wards, or are absent from their own rooms after half-past ten p.m., and of any found in the wrong division. Also the names of any Attendants making unnecessary noise in going to bed, or in passing through dormitories or galleries. Any gas or water escape must also be noted.

To make
nightly
reports.

108.--As far as they are applicable they are subject to the same Rules and regulations as the Day Attendants.

Subject to
general rules

X

SERVANTS, ARTISANS, &c.

Subject to
same Rules
as Atten-
dants.

109.—All Servants, Artisans, Labourers, etc., whether their engagement be of a temporary or a permanent character, and irrespective as to whether they be resident or not, are subject to the same rules and regulations as the Ward Attendants, so far as they are applicable to them, especially with reference to their own conduct during their hours of duty, as well as in their demeanour to the Patients; and they are responsible to the Medical Superintendent for the due performance of their respective duties. Those who are allowed Uniforms are required to wear them at all times when on duty.

Regulation
as to keys.

110.—All Artisans and Labourers are required to leave their keys with the Gate Porter, all Servants with the Hall Porter—before leaving the Asylum estate, to be received on their return to duty. These times will, in the case of non-resident Artisans, etc., be registered in the *Artisans' Time Book*, and will be the guide to the Clerk as to the amount

of wages to be paid at the end of the week. Servants' and resident Artisans' time will be entered in the *Attendants' Absence Book*.

111.—Although engaged to perform special duties, they are liable to be called upon to assist in emergencies, to act as Attendants, etc., as directed by the Medical Superintendent.

To act as
Attendants
on emer-
gencies.

112.—Those under permanent engagement are not permitted to perform any work unconnected with the Institution, except with the consent of the Medical Superintendent.

To work for
Asylum
only.

113.—Artisans, etc., are responsible for the tools, etc., of their respective workshops, etc., according to the inventory lists, and are all to be produced for inspection, when required by the Clerk of the Works or Engineer and at the periodic examination made by the Steward. They are also responsible for the condition of the workshops, and are required to ascertain personally that the fires in the latter are extinguished before leaving off duty. They are to enter in writing, in the books provided for that purpose, an accurate account of all work performed, of all materials received or employed, with any other information they may be directed to give. These books are to

Responsible
for Shops
and Tools.

Work, &c.,
Records.

be made up weekly and be sent to the Medical Superintendent's Office, every Monday morning before 10 o'clock.

Pigs,
Poultry, &c.
not to be
kept at cot-
tages.

114.—All cottages, etc., on the Asylum estate, may be inspected at any time by the Medical Superintendent, and his sanction must be obtained before any dogs, pigs, poultry, etc., are kept, temporary erections are made, or strangers remain for a night.

Patients and
their rooms
under the
control of
Head
Attendant.

115.—All rooms in cottages and detached residences occupied by Patients, are under the care and control of the Head Attendants; and all Patients, wherever employed, are to be considered as under their general supervision, the Artisan or Servant in whose charge the Patients are placed, being responsible for their safe custody.

Orders for
Repairs.

116.—No repairs to buildings, furniture, etc., to be executed unless duly entered in the Clerk of the Works or Engineer's Order Books, and signed for by the Medical Superintendent, to whom must be submitted in writing, all requisitions for new materials, tools, etc., and if approved to receive his signature. These books are to be left with the Hall Porter, every morning before 10 o'clock.

117.—They are required to employ (and to whom they are to act as trade instructors where necessary) those Patients who are pointed out to them by the Head Attendant, and for whom they are responsible until taken back to their proper Wards, and given in charge of the Attendant. It is their duty to render whatever assistance they are capable of at the recreative evenings.

118.—They shall from time to time direct the attention of the Medical Superintendent to any improvement, etc., that might in any way promote the greater efficiency of the respective departments.

119.—They are not allowed to enter the Wards unless on business connected with their own occupation. Males requiring to enter the Female Wards, must ring the ward-bell, and then be accompanied by a Female Attendant. They are not permitted to introduce visitors into the places for which they are held responsible except with the sanction of a principal Officer.

Employment
of Patients.

Suggestions
as to im-
provements.

Regulations
as to
entering
Wards.

THE BAKER.

Charge of
Bakehouse,
&c.

120.—He shall have charge of all baking operations, and is responsible to the Steward for the condition of the bakehouse, baking utensils, flour store and contents, and is to act under his guidance as to the general performance of his duties.

To assist in
Stores.

121.—When required he is to assist in the receipt and delivery of stores.

Books
to be kept.

122.—He shall keep such books as may be necessary to show the receipt and delivery of flour, of the amount of bread made, &c., and is not to give out any of the stores under his care except under a written order.

THE HALL PORTER.

123.—He shall have charge of the hall door, ^{Charge of Gates, Hall,} the inner doors, and the division doors, all of &c. which are required to be kept locked.

124.—When absent from his duties his place ^{Absence.} is to be occupied by an Attendant specially told off for the duty by the Head Attendant.

125.—He is not to permit any of the Attendants or Servants to loiter or gossip about the entrance, or to frequent his room. ^{No one to loiter in Hall.}

126.—He is not to allow any beer, wine, or spirits to be brought into the Asylum. ^{Beer, &c., not to be brought in.}

127.—He is to prevent any clothing, provisions, or articles belonging to the Asylum from being taken away. No parcels or bundles to be brought in or taken out, excepting those belonging to Officers, without a written order from the Steward, Head Attendant or House-keeper in their respective Departments, which he shall file. All boxes and parcels belonging to new Attendants to be seen by the Head Attendants before removal to the Wards. ^{Asylum articles not to be removed.}

Attendants' and Servants' keys. 128.—He is to receive the keys of all Attendants, and Servants when off duty and leaving the Asylum, and hang them on the proper key-board. On the return of the Attendants, &c., they are to have their keys given back to them, except in case of intoxication, when the individual must not be permitted to have his keys or to pass beyond the inner doors, and the Medical Officer must be informed of the matter as soon as possible. A list of the Staff who are required to report their absence is to be hung up in the Hall Porter's room, any alteration in which is to be supplied from the Head Attendant's and Chief Nurses Offices. No Attendant or Servant is to be permitted to enter the building after half-past 10 p.m. until the Medical Officer has first been communicated with.

Books to be kept.

129.—He is required to keep the following books :

(a) Names and Addresses of Visitors to Patients.
—*Visitor's Book.*

(b) Times of absence of all Nurses, Attendants and Servants.—*Absentee Book.*

To act as messenger.

130.—To act as general messenger and letter distributor about the Asylum buildings, and to

perform any miscellaneous office work that may be required.

131.—To show all visitors to Patients to the visiting rooms, and to report their names and relationship to the Head Attendant. To see that the visitors comply with the rules as hung up in the rooms. Not to permit any Patient to pass the hall door except with an Attendant, nor with a visitor unless provided with a pass on the special printed form signed by the Medical Superintendent or his Deputy.

Visitors to
Patients.

132.—To have the general charge of the Chapel, and to light the gas and assist in preparing it for the services, under the direction of the Chaplain.

Charge of
Chapel.

133.—To have charge of the gas lamps in the entrance road and over the hall door, and also of the gas lights in the domestic corridors and in the rooms under his charge.

134.—It is his duty to report to the Medical Superintendent any matters that he may know to be contrary to the rules of the establishment, especially if they are in any way prejudicial to the adequate discharge of his own duties.

To report
irregular-
ties, &c.

HALL PORTER'S WIFE.

Keep En-
trance Hall
&c., clean.

135.—She shall keep the Entrance Hall, Committee Room, Clerk's Office and Room adjoining the Corridor between the division doors and the Visiting Rooms clean.

Assist Hall
Porter.

136.—She shall make herself generally useful and shall assist the Hall Porter, answering the Hall Door during his absence on other duties, &c.

Other
Duties.

137.—She shall perform such other duties as may be from time to time directed by the Medical Superintendent.

BACK GATE KEEPER.

138.--He shall be responsible for the Yard Gates, and keep them locked.

Responsible
for Yard
Gates.

139.--He shall prevent any clothing, provisions, or articles belonging to the Asylum from being taken away. No parcels or bundles to be brought in or taken out by any employé without a written order from the Steward, Head Attendants, or Housekeeper in their respective Departments which he shall file. He is not to allow any Beer, Wines or Spirits to be brought into the Asylum.

As to
removal of
Goods from
the Asylum.

140.--He is to receive the keys of all Artisans and out-door Attendants when off duty or leaving the Asylum and hang them on the key board.

141.--He shall keep a record of the number of working gangs, the Attendants in charge of each, the numbers of the Patients, and where, and how employed.

Working
Gangs.

142.--He is to record the times of Artisans and out-door Attendants entering and leaving off work.

Time of
Artisans,
&c.

143.--He shall perform any Miscellaneous duties that may be required.

Miscella-
neous.

CLERK OF WORKS.

Charge of
Buildings.

144.—He shall have charge of, and be responsible for the condition of the buildings generally in a structural point of view.

Supervision
of certain
Workmen.

145.—He shall have the general supervision and control of the Joiners, Painters, Glaziers, Plumbers, Bricklayers, and Sweeps.

To consult
Superinten-
dent.

146.—He shall consult with the Medical Superintendent as to the additions, alterations, or repairs to the building that may be necessary from time to time.

Responsible
for Materials
&c.

147.—He shall be responsible to the Steward for the building and other materials, tools, &c., used in his department.

Responsible
for Entrance
Gates.

148.—He shall be responsible for the Entrance Gates adjoining his Lodge, and for lighting and extinguishing the gas lamp placed on the wall.

Absence.

149.—He shall not be absent from his duties without special permission of the Medical Superintendent.

THE ENGINEER.

150.—He shall have the charge of, and be responsible for the condition of the engines, boilers, wells, pumps, and machinery of every description, heating, gas, and cooking apparatus, laundry, and drying closets, tanks, weighbridge, water closets, baths and lavatories, and all pipes and fittings connected with the supply of gas, steam, hot and cold water; of all the tools, &c., belonging to the smiths' shop, engine and boiler houses.

151.—He shall have the general supervision and direction of the Sub-Engineers, Smiths, Stokers, and Laundry-men, and regulate their attendance as to the performance of such Sunday duties as may be necessary.

152.—To make a careful inspection of the whole of the machinery and apparatus in his department in the first week of every month, and report the result in writing. To report to the Medical Superintendent such defects as he

Charge
of all
Machinery.

Supervision
of Smiths,
&c.

To inspect
Machinery
at regular
periods.

may from time to time observe, and consult with him as to their remedy, &c.

To examine locks.

153.—He shall examine all locks in the Building once every Quarter, and shall furnish a written Report to the Committee, through the Medical Superintendent, that he has thoroughly examined every lock and the condition he has found them in.

To present weekly Reports.

154.—To furnish to the Medical Superintendent weekly reports of the consumption of gas, of the state of the water supply, &c., in addition to the entries required to be made in the Engineer's Work Book.

Coal.

155.—He shall keep an account of and be responsible for the coal and coke received and consumed, and shall submit such account to the Steward every month for examination.

Responsible for Entrance Gates.

156.—He shall be responsible for the Entrance Gates adjoining his Lodge, and the lighting and extinguishing of the lamp on the Lodge Wall.

Water Tank

157.—He shall see every evening that the Main water tank is full of water.

158.—He shall be responsible for the performance of the Fireman's duties in the event of his absence from any cause.

159.—He is not to be absent during work- hours, nor for one night, without leave granted by the Medical Superintendent ; nor must he be away from the Asylum Estate at the same time as the Fireman.

THE FIREMAN.

Charge of
Fire ex-
tinguishing
apparatus.

160.—He is required to act as Chief of the Fire Brigade, in which capacity he has the charge of all apparatus that would require to be used during an out-break of fire, and for the effective keeping in order of which, he is held responsible. Twice in each month he is required to make a working examination of the whole of it, in which he is to be assisted by a corps of Attendants whom he is to direct and instruct. He shall instruct the Nurses and Attendants each alternate week in the use of the various internal fire appliances.

Duty
Recreation
Hall.

161.—He shall be present on duty in uniform at all Entertainments in the Recreation Hall.

Leave of
absence.

162.—He is not to be absent from the Asylum, without leave granted by the Medical Superintendent; nor must he be away from the Asylum Estate at the same time as the Engineer.

163.—He shall perform such other duties as ^{Other} _{duties.} may be directed from time to time by the Medical Superintendent.

164.—He shall report every evening to the ^{Water.} Medical Superintendent as to the quantity of water in the water tank available for fire.

STOKER. No. 1.

General
duties.

165.—He shall be directed in his work by the Engineer, and have charge of the lower engine, boilers, pumps and fittings connected with the water supply from the well, and shall perform such other work as may be required. He shall keep a register of the water supply.

STOKER. No. 2.

Charge of
Upper
Engine.

166.—He shall have charge of the upper engine, high and low pressure boilers and the pumping apparatus connected with the soft water tank. He shall be directed in his work by the Engineer. He shall perform such other duties as may be directed from time to time by order of the Medical Superintendent.

THE LAUNDREYMEN.

167.—They shall have charge of the drying closets, and all the pipes and machinery in the laundry department ; and, excepting with reference to the clothing, &c., to be washed—in which they are to act under the instructions of the Laundress—they are to be directed in their employment by the Engineer, and are responsible for the doors of communication with the drying closets being kept locked.

General
duties.

THE JOINER, BRICKLAYER, PLUMBER,
PAINTER, GLAZIER, & UPHOLSTERER,
TAILOR, SHOEMAKER, &c.

General
duties.

Tailor.
Shoemaker.

168.—They are responsible to the Steward, Clerk of the Works and Engineer respectively, and through them to the Medical Superintendent, for the condition of their workshops, and the due performance of their duties. The main rules for their guidance are contained in sections 109 to 119. They are never to take verbal orders excepting under a great emergency. The Tailor and Shoemaker will receive their orders for work, as well as the necessary materials, from the Steward.

THE STABLEMAN.

169.—To take charge of the stable, yard and approaches, for the condition of which he is responsible to the Medical Superintendent. He is to act as messenger when required, and when not otherwise employed to assist in the garden. He is not to be absent from duty unless with the sanction of the Medical Superintendent.

THE BANDMASTER.

Charge of
Band.

170.—He shall have charge of the Band, keep an inventory of the various instruments, reporting any that are defective; and to take care that each member of the Band has his instrument always clean and in good order.

Band
practice.

171.—He is required to have a Band practice on two evenings weekly, providing it does not interfere with any other duty, and always to be ready for the Band to assist at any of the recreation meetings. In summer the practice is to take place in the grounds where directed by the Medical Superintendent.

Music.

172.—He is to consult with the Medical Superintendent as to the music to be played, or required to be purchased, to write out and transpose such as may be necessary, and to keep a register of the Band practices.

THE GARDENER.

173.—He shall have charge of and be responsible for the condition of the garden ground, Superintendent's garden, plantations, all roads, airing courts, orchards, paths, and boundary fences. Also of his own residence, and of the adjoining workshed, greenhouses, frames, &c., plants, and of all tools, according to the inventory list. Also the control of the sewage tanks and land irrigated.

174.—He shall have the charge of the labourers, and the general direction of all Attendants and Patients who are employed in work for which he is held responsible.

175.—He shall so crop the ground as to raise as far as possible a succession of green vegetables, roots, &c. These, with the fruit, he is to deliver to the Asylum stores at such times and in such quantities as directed by the Medical Superintendent, or according to instructions he may receive from the Steward's office.

176.—He must keep an account of all work done, of the amount of garden produce raised, its value, and how distributed, together with any other matters relating to his own department.

General
charge of
Garden, &c.

Direction of
Garden
labour.

Supply of
Vegetables,
&c.

Record of
work.

Want Book. 177.—He shall keep a “Want Book,” in which is to be entered all lists of seeds required, new tools desirable to add to the existing stock, or old ones needing repair &c., to be submitted to the Medical Superintendent.

Flowers and Plants. 178.—He shall supply the Wards and Offices with flowers and plants, as directed by the Medical Superintendent.

Care of Patients in residence. 179.—He shall reside, with his family, in the house adjoining the Asylum Garden, in which provision has been made for the accomodation of a certain number of Patients, for the care of whom, and for the rooms they occupy he and his wife are responsible. The latter is required to perform whatever cooking may be necessary for the Patients, as well as to attend to any minor repairs of bedding and clothing. The Patients must never be left by themselves. Should the Gardener and his wife require to be absent together, one of the out-door Attendants must have charge of the house until their return.

Leave of Absence. 180.—He is not to be absent without leave granted by the Medical Superintendent.

THE FARM BAILIFF.

181.—He shall have the control of and be responsible for the condition of the farm, land and buildings, the live and dead stock, farming implements and tools, according to the inventory list, and shall have the general charge and direction of all the farming operations.

182.—He shall have the general supervision and direction of the Farm Labourers, Ploughman, Cowman, and of all the Attendants and Patients who are employed in his department.

183.—He shall confer with the Farm Sub-Committee and Medical Superintendent as to the cultivation of the land and the crops to be raised.

184.—He shall supply the Asylum with such farm produce as may be required from time to time, according to the directions he may receive from the Medical Superintendent, or from the Steward's office.

General
charge of
Farm, &c.

Direction of
Farm labour

Cultivation
of Land.

Farm
produce.

185.—He shall keep a weekly diary of all matters relating to the Farm, specifying the daily employment of the horses, the work done, amount of produce received or expended, according to the form sanctioned by the Committee of Visitors, to be sent to the Medical Superintendent's office every Monday morning. He is also required to furnish to the Clerk and Steward such information as may be necessary to assist him in keeping the Farm Accounts.

Want Book.

186.—He shall keep a "Want Book," in which is to be entered lists of all seeds wanted, new implements required or old ones needing repair, etc., to be submitted to the Medical Superintendent.

Care of
Patients in
Residence.

187.—He shall reside with his family in the residence adjacent to the Farm Buildings, in which accommodation has been provided for a limited number of Patients, for whose care and custody, as well as the condition of their rooms, he and his wife are responsible. The latter is required to perform whatever cooking may be necessary for the Patients, and to perform any minor repairs of clothing and bedding. The Patients are never to be left unattended, and should the Farm Bailiff and his wife be absent

together, one of the Farm Labourers must have charge until their return.

188.—He is to have the general direction of, ^{Killing Animals.} and render assistance in slaughtering any animals belonging to the farm.

189.—His wife is required to take directions ^{Dairy and Poultry yard} of the dairy and of the poultry yard.

190.—He is not to be absent without the ^{Leave of Absence.} sanction of the Medical Superintendent.

THE STOCKMAN.

General
duties.

191.—Under the direction of the Farm Bailiff he is to have the care of all that relates to feeding, milking, and tending the cows, and of the buildings set apart for them and of the stock generally ; and is to be guided by him as to any other duties he may be required to perform.

THE PLOUGHMAN.

192.—Under the direction of the Farm Bailiff he is to have the care of the farm stable and horses, and is to act under his instructions as to the farming operations he is required to perform.

THE KITCHEN DEPARTMENT.

**General
duties.**

193.—The kitchen and domestic offices are under the general charge of the Housekeeper, who has also the control and direction of the house servants. The Cook is responsible for the management of the details of the kitchen department, in which she is to be assisted by the Kitchen Maids, and by such Patients as may be necessary, for whose safe custody she is responsible.

**Meals to be
punctually
served.**

194.—She is to take care and have all the meals ready by the appointed times, for delivery to the Dining Hall and Wards.

**Loitering,
&c., to be
prevented.**

195.—She is not to permit strangers or Attendants to enter or loiter about the kitchen and its offices, to prevent gossiping, and to take care that the doors are kept fastened.

**Kitchen not
to be left.**

196.—The kitchen department must not be left; either the Cook or a Kitchen Maid must always be present.

Kitchen-
maids.

197.—Although the Kitchen Maids are to act under the general direction of the Cook, she is responsible for the condition of the scullery, vegetable and mess rooms.

Housemaids

198.—The Housemaids are responsible for the condition of their respective pantries, as well as of the Officers' apartments and domestic offices, their duties being regulated by the instructions they may from time to time receive.

THE LAUNDRY DEPARTMENT.

Laundress responsible.

199.—The laundry department (excepting the machinery, all of which is under the care of the Engineer) is under the general charge of the Laundress, who is also responsible for the safe custody of the female Patients employed in it. She shall be assisted by Under-Laundresses, who are to work under her direction and take the Patients to and from the Wards, and when not required for duty in the laundry may be called upon to act as Ward Attendants. The man having charge of the steam laundry is to act under her orders, so far as the washing operations are concerned.

Officers' Laundry.

200.—The Under-Laundry Maid, having charge of the Officers' laundry, is to collect the linen belonging to the various Officers, and re-distribute it afterwards when ready.

Washing Lists.

201.—A printed form of Washing Book is supplied to every Attendant and Servant, and the Laundress is imperatively required to

refuse to receive any articles to be washed unless with a proper list (a duplicate being retained by the Attendants, &c.) any error in which must be corrected at the time the linen is received. After this, and until the clean articles are returned, the Laundress is responsible for any loss. Should there be any deficiency discovered at the time of re-delivery, it must be entered on a "Missing List" form, signed by the Attendant and by the Laundress and be given to the Head Female Attendant.

202.—The foul linen is to be received every morning at 6.30, and after the accompanying list is ascertained to be correct, it is to be at once delivered to the Laundryman to be put in one of the soaking tanks.

203.—Any article sent to be washed, which appears to have been improperly used, or put to an improper purpose, to be reported at once to the Housekeeper.

204.—The articles belonging to the Attendants and Servants must not exceed the number as stated in the list posted in the laundry, and must be properly marked so

Articles
properly
used.

Attendants
&c., wash-
ing.

as to be easily identified. The Laundress is directed to refuse to receive linen unless properly marked.

Unmarked Articles.

205.—All clean linen having marks either imperfect or obliterated, to be delivered to the Chief Nurse or Head Attendant to be properly marked previous to re-distribution.

Weekly Summary.

206.—The Laundress is required to keep a weekly register of all articles washed to be sent to the Medical Superintendent's office every Monday morning.

Charges of Stores.

207.—The Laundress is to receive the necessary supply of soap, soda, etc., on a weekly written requisition from the Housekeeper to be signed by the Medical Superintendent, and is responsible for the safe custody of such stores, as well as for their economical employment. She shall not permit any of the stores, or any articles belonging to the laundry to be lent or taken away.

208.—On Friday the Wards are to be paid in full all articles on their washing lists.

209.—On Monday all articles remaining in the Laundry are to be sent to the offices of the

Chief Nurse and Head Attendant respectively, to be distributed by them according to the ward inventories, and, if necessary, re-marked.

210.—Foul Linen. On delivery of this at the Laundry every morning, corresponding clean articles are to be returned to the wards for the Night Attendants and Nurses.

211.—Every Saturday morning at 7 o'clock a Laundress will go to the Female Wards consecutively, and will, with the Charge Nurse, count the dirty clothes, and each will sign the list in token of its being correct. This duty will be performed on the Male Division by the Deputy Head Attendant. The bundles of clothes will then at once be taken to the Laundry by the Nurse or Attendant of the ward to which they belong.

212.—The bulk of Patient's clothing (excepting those soiled at night) will only be received at the Laundry once weekly, viz., Saturday morning on the Female side from 7 to 9 o'clock, on the male from 9 to 10.30.

213.—There will only be one distribution weekly, viz., for the Females on Friday from 2 to 4 o'clock; Males from 4 to 5.30. A

Nurse will go to the Laundry on Friday at 2 o'clock to see all the Laundry articles counted back into the ward-baskets on behalf of the wards; the Deputy Head Attendant at 4 o'clock on behalf of the Male wards.

214.—On Saturday afternoon at 2 o'clock, Nurses clothes to be returned. On Saturday morning at 11 o'clock, Attendants clothes.

BATHS.

215.—Every Patient to be bathed immediately after admission, under the immediate superintendence of the Head Attendant, and once a week afterwards, unless exempted by medical order. Should there be the slightest doubt as to the advisability of bathing any Patient, owing to sickness, feebleness, or excitement, immediate reference to be made to one of the Medical Officers.

Patients to
be bathed.

216.—The name of every Patient not having the customary bath to be inserted in the Daily Report Sheet.

Omission to
bathe.

217.—In preparing a bath *the COLD* Preparing
WATER is to be turned on first. Baths.

218.—Before the Patient enters the bath the temperature is to be ascertained by the thermometer, and is not to be less than 88 degrees, nor above 98 degrees. In case of the thermometer becoming inefficient from injury,

Temperature
of water to
be ascer-
tained.

&c., all bathing operations to be suspended until another be obtained.

One Patient
only bathed
in the same
water.

219.—Not more than one Patient to be bathed in the same water. Any infringements of this Rule to be entered in the Daily Report Sheet.

Two Patients
not to occupy
Bath.

220.—*Under no circumstances whatever* are two Patients to occupy the bath at the same time.

Bath Room
never to be
left.

221.—During the employment of the bath, the room is never to be left without an Attendant, the general bath rooms without two at least. At all other times the doors are to remain locked, and the floors to be kept dry.

Patient's
Head not to
put under
Water.

222.—*Under no pretence whatever* is the Patient's head to be put under water.

Patients to
be well
cleansed
and the
Feeble to be
taken care of.

223.—In the bath the body of each Patient is to be well cleansed with soap. After coming out of the bath especial care must be taken to dry those Patients who are feeble and helpless, and clothe them as rapidly as possible.

Keys of
Baths.

224.—The keys are never to remain on the bath taps, nor are they to be employed by

Patients. When not in use they are to be locked in the charge Attendants' cupboard.

225.—Any marks, bruises, wounds, sores, local pain, evidences of diseases of any kind, complained of by the Patients, or noticed by the Attendant during any of the bathing operations, to be immediately reported to the Head Attendant, by him to the Medical Officers, and also to be entered in the Daily Report Sheet.

Marks,
Bruises, &c,
to be re-
ported.

226.—Any deficiency in the supply of warm water, soap, towels, &c., to be entered in the Daily Report Sheet.

Deficiency
of Warm
Water, &c.

227.—The Attendants are to bear in mind that except under medical order, the baths are to be employed solely for the purposes of cleanliness.

Baths for
cleanliness.

228.—Neither the cold nor the shower bath is ever to be employed, except under medical order, and then only in presence of one of the Officers. When not in use the door of the latter is to remain locked, and the key kept in the Dispensary.

Cold and
Shower
Baths not to
be employed
without
Medical
Order.

Head Attendant to be present under certain circumstances.

229.—It is the duty of the Head Attendant to be present at all baths employed under medical order, and to take care that the duration does not exceed the time specified in such order. He is also to be present when a Patient is bathed on admission, and to supervise the whole of the ordinary bathing operations, to ascertain that the rules are rigidly carried out, and to report to the Medical Superintendent every infringement that may come to his knowledge.

RULES FOR VISITORS TO PATIENTS.

230.—The Visiting Day is Thursday, between the hours of 10 and 4; but Patients in a state of danger are allowed to be visited at any time.

Visiting days.

231. The relations and friends of Patients are encouraged to visit them as frequently as possible; but it must be distinctly borne in mind that should a visit be deemed in any way hurtful, an interview cannot be permitted. The visit should not generally be prolonged beyond one hour. Should the person visited become much excited, removal back to the ward must immediately take place.

Visits encouraged—
not allowed
if deemed
hurtful.

232.—Much depends upon the discretion of the visitor as to the results of the visit on the Patient's mind. The conversation should be of a cheering, and hope-inspiring nature, especially when it relates to family matters, and by thus making the Patient feel more happy and comfortable, materially assist any tendency to recovery whereas anything like scolding or blaming, or injudicious allusions, will not only either cause the Patient to be either depressed

Demeanour
of patients.

or excited, but may even induce an incurable relapse; and visitors who are in the habit of employing this kind of conversation will not be permitted another interview except under an order from one of the Medical Officers.

Intoxicating
Liquors pro-
hibited.

233.—No wine, spirit or intoxicating liquor of any kind, is permitted to be brought into the Asylum, or allowed under any pretence whatever to be given to any of the inmates.

Food not to
be brought.

234.—As everything necessary for the health and comfort of the inmates is provided by the Asylum, food as a rule, is not permitted to be given to any, but small quantities of fruit, cakes, &c., are not objected to.

Gratuities
forbidden.

235.—*No gratuity or perquisite of any kind is to be given to any Attendant or Servant in the employ of the Institution, and any one receiving such is liable to immediate dismissal.*

Papers not to
be signed.

236.—No papers, legal or otherwise, are permitted to be signed by any Patient, except with the sanction of the Committee of Visitors and Medical Superintendent.

Interviews
with Med-
ical Officers.

237.—Should a visitor desire to see one of the Medical Officers for his opinion as to the

Patient's malady, to make a complaint, or for any other purpose, it is the duty of the Attendant to see that the request be complied with.

238.—Whilst it is the duty of the Attendant not to interfere with the conversation of the Patients and their visitors, yet if any of the foregoing rules be not complied with, or anything be said or done, or articles be attempted to be given or administered to any inmate which may probably be detrimental, the Attendant is empowered to remove the Patient back to the Ward, and report the matter at once to one of the Medical Officers.

Attendants
to see Rules
are complied
with.

239.—No Patient is permitted to accompany any visitors into the grounds without an order from a Medical Officer on the printed form, to be retained by the Hall Porter.

Patients not
to walk out
with
visitors.

240.—Notice is hereby given, that under no circumstances shall any Officer, Attendant, Artisan, or Servant, receive any gratuity, commission, fee, perquisite, present, or reward, from any person who shall either visit the Asylum or any Patient therein.

And notice is hereby further given, that no Officer, Attendant, Artisan, or Servant, shall receive any gratuity, commission, discount, fee, perquisite, present or reward, from any contractor, tradesman, or other person having business to transact with the Asylum.

Any Officer, Attendant, Artisan, or Servant, acting in contravention of the above notices, will render himself not only liable to dismissal but also to such prosecution as the Justices may deem necessary.

PRACTICAL HINTS IN CASE OF FIRE.

241.—The necessity for complete calmness is impressed upon all, to prevent confusion and allay the excitement of the Patients.

242.—As draught tends to increase a fire, it is to be remembered that all doors, windows and ventilators in a burning apartment are to be kept closed, as far as circumstances will permit.

243.—A person may breathe in dense smoke by placing a wet towel or handkerchief over the nose and mouth, and crawling on the hand and knees with the face near the floor.

244.—To clear an apartment from smoke or gas, the windows should be opened a little at the top and bottom.

245.—A small leakage of gas can be stopped temporarily by means of a piece of soap, a broken gas-pipe or bracket by a cork.

246.—Should a dress catch fire wrap the person in a blanket or rug and roll her on the floor; on no account let her rush about to fan and thus increase the flames.

247.—Should turpentine or mineral oil ignite, use sand, water only spreads the flames.

248.—Should a chimney ignite use the hand-pump, or throw water on the fire, and hold a wet blanket in front of it to prevent draught.

PRECAUTIONS AGAINST FIRE.

249.—No matches to be used excepting those issued from the stores, which strike only on the box. Tapers only to be used for lighting the gas. No fires allowed in the Attendants', Nurses', or Servants' rooms without special permission. Smoking strictly prohibited in the buildings, except in those places specially set apart for the purpose.

250.—The Charge Attendant before going off duty for the night shall see that all fires (except those that are allowed to remain burning) are carefully raked out, relaid, and the hearth swept cleaned; that all lamps are properly trimmed, in case it should be necessary to cut off the gas; that four buckets are left full of water in each Ward, Scullery, and Laundry; and that the hydrant-boxes are unlocked. The Head Attendant, Head Nurse, and Housekeeper shall report any carelessness or neglect of these orders.

251.—No burning coals or hot cinders to be carried from one grate to another for the purpose of kindling fires, &c.

252.—Any escape of gas, or waste of water from the baths, taps, or w.c., to be at once reported to the Engineer.

253.—The main tank to be left full of water every night, the Fireman to report any deficiency.

254.—On no account shall a room in which there is an escape of gas be entered by any person with a light, until it has been thoroughly ventilated by opening the windows a little at the top and bottom,

255.—The fire at Pumping House to be banked, and a pressure of 20 lbs. steam kept up during the night.

256.—The Laundry shall be visited at midnight, and at 4 o'clock a.m., by a Night Nurse, who shall record her visit by means of the electric tell-tale, and in her book.

257.—Six fire lamps shall always be kept trimmed in the Fireman's shop.

258.--The Fireman shall submit the whole of the Hose to a test pressure at least twice yearly.

259.--A box of sand is to be kept in each hydrant-box to extinguish turpentine or mineral oils, should they ignite.

FIRE BRIGADE RULES.

260.—The Fireman shall be responsible for all appliances for saving life and extinction of fire being kept in perfect working order. To this, the drilling of the Brigade, and the instruction of the Staff he shall devote the whole of his time.

261.—The Fire Brigade shall be composed of the Head Attendant, Assistant Storekeeper, Sculleryman, Store Porter, M^cssman and two Attendants from the A, B, C and D Wards, and one each from the E and H Wards. These shall be divided into two Sections, the first consisting of the Head Attendant and eight men, who shall wholly devote their energies to the safety of the Patients. The second division, consisting of the Assistant Storekeeper and five men, to the extinction of fire, the Fireman taking the direction of the wholc.

262.—The Fireman shall drill the Brigade on the first and third Wednesdays in each month, and on the second and fourth Wednesdays he shall instruct the Attendants and Nurses in rotation, in the use of the Appliances in their respective Wards.

263.—On no pretence whatever are any of the appliances to be taken from their places, or used for any purpose except the extinction of fire, without the knowledge of the Fireman.

264.—In the event of an outbreak of fire in any of the Wards, the Charge or Night Attendant to immediately give the alarm by ringing the Electric Bell connected with the Indicators in the Head Attendants' or Head Nurses' quarters, and Head Attendant or Head Nurse to at once alarm the Fireman in the same manner, who will sound the Fire Alarm (the "Steam Buzzer"), and see that the Superintendent and Medical Officers are called.

265.—The Charge Attendant after giving the alarm, to see that the other Attendants sleeping in the Ward are roused and the Hand-pump or Hydrant got to work; *but in all cases to first study the safety of the Patients* by removing them as speedily and quietly as possible from the vicinity of the fire.

266.—On hearing the Alarm the Brigade will at once assemble in the Male corridor at the entrance to the Steward's stores, and await orders from the Fireman, on receiving

which they shall immediately proceed to the scene of the outbreak and get to work. The remainder of the Attendants and Nurses, unless specially summoned, shall remain in their Wards and attend to their own Patients, allaying their apprehensions, if any, and keeping them quiet.

267.—The Hall Porter shall at once proceed to the Gas and Water cottage and arouse the Stoker, who shall immediately get up steam and start the pumps.

268.—The Engineer during a fire, shall exercise general supervision over the water supply, and be ready to render every assistance he is able.

269.—All Attendants living outside, artisans, or labourers, belonging to the Asylum, to proceed to the building with as little delay as possible.

270.—In the event of a fire assuming such proportions that in the opinion of the Fireman, it will be impossible to save the burning portion of building, all communication with it shall at once be cut off, and the whole of the energies of the Brigade devoted to the safety of the surrounding structures.

271.—The Fireman shall keep a book in which he shall record weekly—

1. The condition of the fire appliances.
 2. The work he has done during the week in connection with them.
 3. The names of Attendants and others attending the Brigade drills, and who he has instructed in the Wards.
 4. The practices shewing the exact time of signal when the water was delivered from the branch, and everything ready at the supposed scene of outbreak for its extinction, and the rescue of the inmates.
 5. The quantity of water in the main tank every evening.
 6. In case of an actual outbreak, the cause, damage done, &c.
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Approved by the Committee of Visitors.

MONSON,

Chairman.

January 1885.

Accession no. 30370.

Great Britain.

Author Surrey coun-
ty lunatic asylum,
Cane Hill. Regula-
tions ...

Call no.
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